



CONTRACT NO. RTQ-00140

CONTRACT NAME: SPECIALTY PRINTED PRODUCTS, FINISHING SUPPLIES AND MECHANICAL BINDING SERVICES

I. The purpose of this Pre-qualified pool of Vendors is to expedite selection of bidders capable of delivering/providing specialty printed products, services/installations, finishing supplies and mechanical binding, hand assembly, envelope converting and specialty fulfillment services.

II. Quote Procedures:

The County will solicit spot market quotation from qualified bidders on an as-needed basis.

All pre-qualified bidders will be solicited for price and availability of projects as needed. All individual Request for Quotes will be reviewed by Small Business Development (SBD) Division for applicable measures prior to advertising. The Office of the Commission Auditor (OCA) must be copied at oca@miamidade.gov when sending the Request for Quote to SBD. A Request for Quote will be facsimile (faxed) and/or electronically mail (email) to the approved bidders. All quotes should be reviewed for applicable measures prior to advertising. All quotations issued must be registered with SBD at the following link: <https://intra3.miamidade.gov/ISD/SBD/Login.aspx>. This link officially places your project on the Cone of Silence Report. Additionally the Office of the Commission Auditor (OCA) shall be copied at oca@miamidade.gov when quote is issued.

III. Award Procedures:

All bidder(s) shall be notified of the award. The award date must be recorded so the cone of silence can officially be lifted. This step is accomplished by utilizing the same link used to originally post the quotations. The three (3) day protest period is applicable to all quotations.

IV. **Insurance Requirements:**

If applicable list the insurance requirements for the contract.

V. Applicable Ordinances for Quotations:

1) **Local Certified Service – Disabled Veteran** should be applied in accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service Disabled Veteran Business Enterprise (VBE) shall receive a bid preference of 5% of the price bid (for the purpose of evaluation ONLY). A VBE who is also an SBE shall not receive the veteran's preference and shall be limited to any applicable SBE preferences. At the time of bid submission, the vendor must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statute and submit this affirmation and a copy of the actual certification along with the bid.

2) **Local Preference** <http://library.municode.com/index.aspx?clientId=10620&stateId=9&stateName=Florida>:
(Section 2-8.5; also applicable to Broward County vendors)

Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which has a "principal place of business" in Miami-Dade County. "Principal place of business" means the *nerve center or the center of overall direction, control, and coordination of activities of the bidder*. If the bidder has only one business location, such business location shall be its principal place of business.

3) **Cone of Silence** <http://library.municode.com/index.aspx?clientId=10620&stateId=9&stateName=Florida>; (Section 2-11.1)



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- 4) **UAP/Inspector General Fees** <http://library.municode.com/index.aspx?clientId=10620&stateId=9&stateName=Florida>; (Section 2-8.10)

VI. How to Apply Bid and Local Preference to Quotes, if applicable:

- 1) Bid preferences shall be given to bidders that are identified as certified SBE/Micro, **if applicable**. The bid preference shall be calculated and subtracted from the total quote price or item for evaluation purposes only. The bid preference is used only to calculate an amount to be used in evaluating the quote and does not affect the final awarded price.
- 2) Whenever a quote contains both, Bid Preference (SBE/Micro) and Local Preference, departments must apply the bid preference first. Follow the Administrative Guidelines stated in the solicitation/contract document with regard to the applicable measure. The preference should be applied as listed in the table below based on the estimated value of the project and whether or not a set-aside or preference measure is applicable:

	SBE-MICRO Tier 1	SBE-MICRO Tier 2	SBE-MICRO Tier 3
Set-Asides Up to \$100K (All SBE Goods and Services firms are eligible for Set-asides)	Bid Preference 10%	Bid Preference 5%	Bid Preference 0%
Set-Asides Over \$100K	\$100K-\$750K	\$750K to \$2 Million	\$2M to \$5 Million
Bid Preference up to \$100K (when not a set-aside)	Bid Preference 10%	Bid Preference 10%	Bid Preference 5%
Bid Preference over \$100K to \$1 Million	All Tiers 10%		
Bid Preference Over \$1 Million	All Tiers 5%		

- 3) Whenever a quote contains both Local and Locally Headquartered Firms: If the apparent low bidder is a non-local firm and the locally headquartered firm prices are within 15% of the low bidder, department must proceed to apply locally headquartered preference and proceed with following the “Best and Final” (BAFO) process. Similarly, if a Local firm is the lowest bidder and a locally headquartered firm is within 5% of the local firm lowest price,



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department must proceed to apply locally headquartered preference and obtain the BAFO in accordance with Section 2-8.5 of the Miami-Dade County Code.

VII. Pre-qualified Bidders:

Firm Name	Telephone No. & Contact Person	E-Mail Address	Awarded Groups and SBE Certified
All Binders & Indexes Inc. d/b/a Delran Business Products	Juan Cruz (JC) 305-889-9983	jc@delran.com	2, 4 and 9 only
Associated Photo & Imaging (API)	Cindy Alonso 305-373-4774	cindya@apimaging.com	1, 2 and 5 only SBE Firm
Associated Printing Productions, Inc.	Allen Murdock 305-623-7600	amurdock@appi1.com	1 and 10 only
Doral Digital Reprographics Corp.	Giancarlo Annitto 305-704-3194	printing@ddrepro.com	1, 2, 3, 4, 5, 6, 8, 9 and 11 SBE Firm
J M Field Marketing, Inc.	Susan Field 954-523-1957	susan@jmfield.com	2, 3, 5, 7, 8, 10 and 12 only
JNNP Investments, Inc. d/b/a Tampa Envelope	Violetta Wolert 813-621-2408	vwolert@tampaenvelope.com	12 only
The Dubhouse	Michael L. Pardo 954-524-3658	mike@thedubhouse.net	3 only
Walter Haas Graphics, Inc.	Patrick Haas 305-883-2257	Patrick.haas@haasprint.com	2, 5 and 8 only
Exhibits Etc., Incorporated	Andrew Meller 561-249-49835	andy@sdmod.com	5 only
Nationwide Printing & More LLC	Stephen A. Selman 305-971-5184	nationwideprint@bellsouth.net	1, 2, 5, 6 and 12 only SBE Firm
Archi Press & Design, Inc.	Rita Jalil 305-259-1815	sales@archipress-inc.com	1, 4, 6, 9, 10 and 11 only SBE Firm
DRI-Stick Decal dba Rydin Decal	Lori Haberstich 800-448-1991	Lhaberstich@rydin.com	This vendor are qualified for GROUP 11 only. This Vendor should not be asked to quote on any other group, they are not SBE or Local.



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Michael E. Straus dba C&H Custom Bookbinding Embossing	Barbara Strauss 631-513-8100	barbara.chbook@optimum.net	Groups 4, 9 and 11
JFG Financial Services dba GM Print	John Gay 305-321-0740	johngay305@gmail.com	All Groups 1-12 SBE Firm
Quadco Printing & Signs	Jorge A. Quadreny	jorge@quadcoonline.com	Groups 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 only. This vendor is not allowed to participate in Group 1 and Group 6. These Groups are set-Aside for SBE vendors only.
Color Concepts International, Inc.	Kristine Dodd	cconcepts777@gmail.com	Groups 1, 4, 9, 11, and 12 only.

VIII. Event Log

<u>Date</u> ↓	<u>Event</u> ↓	<u>Officer</u>
7/6/2016	Adding Vendor DRI-Stick Decal dba Rydin Decal to contract	RM
8/26/2016	Adding Vendors Michael E. Straus dba C&H Custom Bookbinding Embossing and JFG Financial Services dba GM Print	RM
9/27/2016	Adding vendor Color Concepts International, Inc.,	RM